

1. Taxable Earnings paid all employees subject to Columbiana, Ohio, City Income Tax.
2. Actual Tax Withheld in quarter for City Income Tax
3. Adjustment of Tax for prior quarter (see instructions)

TOTAL

	Dollars	Cents
\$		
\$		
\$		
\$		

I hereby certify that the information and statements contained herein are true and correct.

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date

THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
**CITY OF COLUMBIANA, OHIO – INCOME TAX**

FOR MONTHS OF

DUE ON OR BEFORE

MAIL TO:  
**CITY OF COLUMBIANA**  
Income Tax Dept.  
28 W. Friend Street  
Columbiana, Ohio 44408

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

## INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

### Who Must File:

Each employer within the City of Columbiana, Ohio who employs one or more persons is required to withhold the tax of one percent (1%) from all compensation paid taxable employees at the time such compensation is paid, and file Form EQR and remit tax to the City Income Tax Dept. on or before the last day of the month next following the quarterly period in which the withholding deduction was made.

### Failure to File Return and Pay tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the City Clerk to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined not more than \$500. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

### How to Prepare This Form:

Line 1 – Enter total compensation PAID all taxable employees during quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form EQR.

Line 2 – Enter total ACTUAL tax withheld from taxable employees during the quarter for CITY OF COLUMBIANA, OHIO – INCOME TAX.

Line 3 – To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.